



DEPARTMENT OF THE NAVY

NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
WASHINGTON, DC 20361 -0001

IN REPLY REFER TO
NAVAIRINST 5600.14D
AIR-4111
20 Sep 89

NAVAIR INSTRUCTION 5600.14D

From: Commander, Naval Air Systems Command

Subj: SUBMISSION OF GOVERNMENT PREPARED ENGINEERING DRAWINGS TO NAVAL AIR
SYSTEMS COMMAND DRAWING REPOSITORY FILES

Ref: (a) NAVAIRINST 5400.14C, The Cognizant Field Activity Program (NOTAL)
(b) MIL-M-9868D, Microfilming of Engineering Documents, 35mm;
requirements for
(c) MIL-M-38761/1A(AS), Microfilm, Aperture Cards, and Tabulating
Cards Used for Recording Engineering Drawings and Associated Data
(d) MIL-STD-804B, Formats and Coding of Aperture, Copy and Tabulating
Cards for Engineering Data Micro-reproduction System
(e) OPNAVINST 5510.1H, Department of the Navy Information and
Personnel Security Program Regulation (NOTAL)

Encl: (1) Instructions for punching and interpreting drawing number and
design activity information on standard EAM card (Type 5081) to
create a cross reference file record

1. Purpose. To establish requirements for submission of microfilm copies of
government prepared new and revised engineering drawings and associated lists
to the Naval Air Systems Command (NAVAIR) repository located at the Naval Air
Technical Services Facility (NAVAIRTECHSERVFAC).

2. Cancellation. This instruction supersedes NAVAIR Instruction 5600.14C
of 2 December 1981. Since this is a major revision, changes are not
indicated.

3. Information. Current procedures exist under which contractor prepared
new and revised drawings and associated lists are microfilmed, and the micro-
film is provided to NAVAIRTECHSERVFAC. These procedures will ensure that all
drawings and lists associated with government prepared modifications to
contractor or other design activity documents can be located and retrieved
from files in the NAVAIR repository to form complete and current drawing
packages. Acquisition and availability of all required drawings and lists are
necessary to enhance the currency and accuracy of aeronautical drawing
packages required by field activities and inventory control points for
maintenance, modification, and competitive replenishment procurements.

4. Background. Master drawings and lists of contractor or design activity
developed items are normally maintained by the contractor or design activity.
A naval activity may assume the drawing maintenance function when basic design



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engineering cognizance has been transitioned. Master drawings of Navy developed items may be maintained by a cognizant field activity (CFA) or by some other designated naval activity. Master drawings and associated lists, current or obsolete, are not stored or maintained by NAVAIRTECHSERVFAC.

5. Scope. This instruction is directed to CFA's and other activities which have been delegated basic design engineering cognizance of NAVAIR weapons systems and equipments per reference (a) and other documented assignments. It is also directed to those elements of NAVAIR responsible for negotiating engineering cognizance agreements with and/or issuing AIRTASKS, project orders, or work requests to CFA's. This instruction does not apply to digital data.

6. Action

a. Activities within the scope of this instruction will provide to NAVAIRTECHSERVFAC, per references (b), (c), and (d), two original 35mm microfilm negatives, Type I, Class 1, mounted on aperture cards and one set of associated tabulating cards of all new or revised engineering drawings and associated lists.

b. When a submittal contains a modification or supplement to a drawing or list originally prepared by a contractor, vendor, or other design activity, an additional tabulating card prepared per enclosure (1) will be included. The data from the additional card submittal will be entered into the Engineering Data Management Information Control System (EDMICS) file which will enable NAVAIRTECHSERVFAC to cross reference and associate the government prepared, modified, or supplemented drawing or list with the contractor or design activity's drawing and list, thereby maintaining the integrity of the NAVAIR repository. The data will be submitted within 45 days of release of the new drawing list, document, or change action. The mailing address for the NAVAIR repository is:

Commanding Officer
Naval Air Technical Services Facility (Code 31)
700 Robbins Avenue
Philadelphia, PA 19111-5097

c. Cognizant NAVAIR divisions will ensure that engineering cognizance agreements, AIRTASKS, etc., include the following requirements: "New and revised drawings and lists are to be forwarded to NAVAIRTECHSERVFAC in the form of microfilm and associated tabulating cards per NAVAIR Instruction 5600.14D."

d. When master drawings or associated lists are transferred from one contractor or design activity to another, the Commercial and Government Entity (CAGE), formerly Federal Supply Code for Manufacturers, of the original design activity must not be removed or obliterated from the drawing or list. An overlay will be prepared as shown below and placed above the title block on drawings or close to the title block on lists.

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All revisions subsequent to (Date).....
 were prepared by (Activity).....
 (CAGE).....

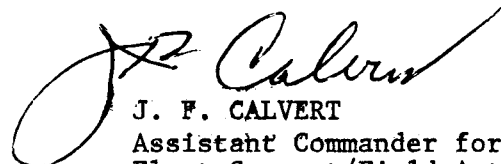
Define: (Date) Date responsibility was authorized
 (Activity) Name of new basic design engineering activity
 (CAGE) Code for activity

e. New and revised engineering drawings will require distribution statements per reference (e) on the microfilm itself.

7. Microfilm Services. Those activities that do not possess microfilm production facilities or have access to Navy Publishing and Printing Service Office services may submit master drawings and lists to NAVAIRTECHSERVFAC when a letter of agreement exists between NAVAIRTECHSERVFAC and the activity. This agreement authorizes NAVAIRTECHSERVFAC to produce the microfilm copies requested and provides for compensation for the services. The masters will be returned to the submitting activity. Such agreements will remain in effect and will be extended to include other activities as necessary when mutually agreed to by NAVAIRTECHSERVFAC and the requesting activity.

8. Data Submission. Each document in the shipment will be separately listed and the application(s) by model or top assembly part number identified on a form DD 1149, Requisition and Invoice/Shipping Document.

9. Forms. DD 1149, Requisition and Invoice/Shipping Document, S/N 0102-LF-011-1802, is available in the supply system and may be requisitioned per NPFC PUB 2002D.



J. F. CALVERT
 Assistant Commander for
 Fleet Support/Field Activity

Distribution: FKA1A (established quantity); others 2 copies
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INSTRUCTIONS FOR PUNCHING AND INTERPRETING DRAWING NUMBER
AND DESIGN ACTIVITY INFORMATION ON
STANDARD EAM CARD (TYPE 5081)
TO CREATE A CROSS REFERENCE FILE RECORD

1. Reference material. Refer to MIL-STD-804B as applicable. All paragraph references under remarks in this enclosure relate to the cited military standard.

2. Specific instructions

<u>CARD SEQUENCE</u>	<u>CARD COLUMN</u>	<u>REMARKS</u>
1	1-2	Prefix letter field. Prefix letters for associated lists will be entered in this field. Paragraph 5.2.17 applies.
2	3-17	Document number field. Identify contractor, vendor, or design activity drawing being modified or supplemented.
3	18-22	Enter five digit CAGE identification of contractor, vendor, or design activity for the document entered in columns 3-17. Paragraph 5.2.4 applies.
4	23-37	Enter government preparing activity's (GPA) assigned drawing number which modifies or supplements the contractor, vendor, or other design activity document identified in columns 3-17.
5	38-42	Enter GPA five digit CAGE identification for the document entered in columns 23-37.
6	43-50	Blank.
7	51	Enter "E" (cross reference file identifier).
8	52	Security classification. Enter highest classification for either document entered in columns 3-17 or 23-37. Paragraph 5.2.13 applies.
9	53-80	Blank.

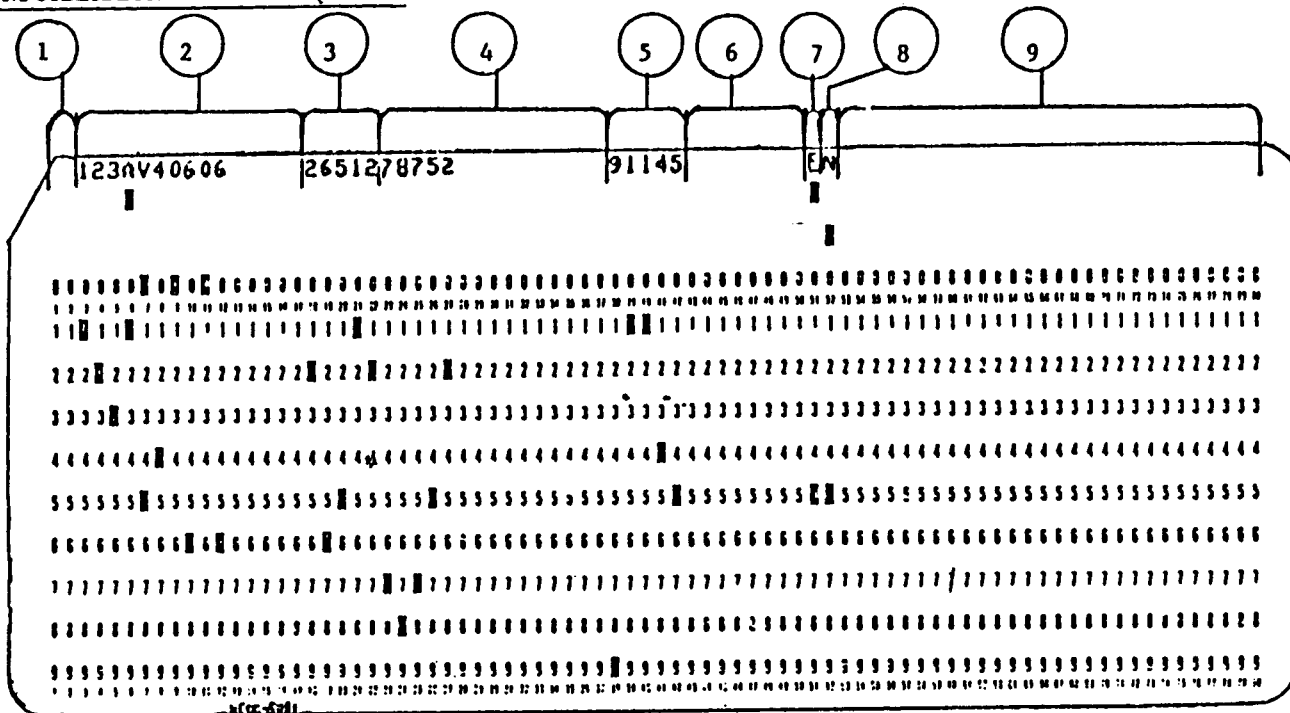
3. Sample application. Figure 1 is a sample application based on the above instructions.

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CARD COLUMN APPLICATION

1-2 3-17 18-22 23-37 38-42 43-50 51 52 53-80

INFORMATION ENTRY SEQUENCE



_____ EAM Card Type 5081

Figure 1. Sample application, utilizing a standard EAM Card (Type 5081) to create a cross reference file record for EDMICS retrieval requirements.